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**The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**

**Application for a licence to provide or arrange for the provision of boarding for cats or dogs**

Please complete all the questions in the form.

If you have nothing to record, please state "Not applicable" or "None"

UNIFORM NUMBER ISSUED …………………………

|  | **Applicants Full Name** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Previous Names** | | | | | | | | | | | | | |
|  | **Applicants DOB** | | | | | | | | | | | | | |
|  | **Applicants National insurance number** | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| **1a** | **Type of Application** | | | | | | | | | | | | | |
| 1.1 | Commercial Boarding |  | Home Boarding | |  | Day Care | | | |  | **Breedij** | | | |
| 1.2 | Type of Application | | | New | | | |  | Renewal | | |  | |  |
| 1.3 | Existing licence number (if applicable) | | |  | | | | | | | | | | |
| **1b** | **Animals to be accommodated** | | | | | | | | | | | | | |
| 1.4 | Cats | | | **Yes/No** | | | Maximum number | | | | | |  | |
| 1.5 | Dogs | | | **Yes/No** | | | Maximum number | | | | | |  | |
| **1c** | **Further information about the applicant** | | | | | | | | | | | | | |

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| **2** | **Premises to be licensed** | |
| 2.1 | Name of premises/trading name |  |
| 2.2 | Address of premises |  |
|  | Mobile Telephone number |  |
| 2.3 | Telephone number of premises |  |
| 2.4 | Email address |  |
| 2.5 | Do you have planning permission for this business use. | **Yes/No** |

| **3** | **Accommodation and facilities** | |
| --- | --- | --- |
| 3.1 | Details of the quarters used to accommodate animals, including number, size and type of construction |  |
| 3.2. | Exercise facilities and arrangements |  |
| 3.3 | Heating arrangements: |  |
| 3.4 | Method of ventilation of premises |  |
| 3.5 | Lighting arrangements (natural & artificial) |  |
| 3.6 | Water supply |  |
| 3.7 | Facilities for food storage & preparation |  |
| 3.8 | Arrangements for disposal of excreta, bedding and other waste material |  |
| 3.9 | Isolation facilities for the control of infectious diseases |  |
| 3.10 | Fire precautions/equipment and arrangements in the case of fire |  |
| 3.11 | Do you keep and maintain a register of animals? | **Yes/No** |
| 3.12 | How do you propose to minimise disturbance from noise? |  |

| **4** | **Veterinary surgeon** | |
| --- | --- | --- |
| 4.1 | Name of usual veterinary surgeon |  |
| 4.2 | Company name |  |
| 4.3 | Address |  |
| 4.4 | Telephone number |  |
| 4.5 | Email address |  |

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| **5a** | **Emergency key holder** | | |
| 5.1 | Do you have an emergency key holder? | **Yes/No** | **If no, go to 6.1** |
| 5.2 | Name |  | |
| 5.3 | Position/job title |  | |
| 5.4 | Address |  | |
| 5.5 | Daytime telephone number |  | |
| 5.6 | Evening/other telephone number |  | |
| 5.7 | Email address |  | |
| 5.8 | Add another person? | **Yes/No** | **If no, go to 6.1** |
| **5b** | **Emergency key holder 2** | | |
| 5.9 | Name |  | |
| 5.10 | Position/job title |  | |
| 5.11 | Address |  | |
| 5.12 | Daytime telephone number |  | |
| 5.13 | Evening/other telephone number |  | |
| 5.14 | Email address |  | |

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| **6** | **Public liability insurance** | | |
| 6.1 | Do you have public liability insurance? | **Yes/No** | **If no, go to 6.7** |
| 6.2 | Please provide details of the policy |  | |
| 6.3 | Insurance company |  | |
| 6.4 | Policy number |  | |
| 6.5 | Period of cover |  | |
| 6.6 | Amount of cover (£) |  | |
| 6.7 | Please state what steps you are taking to obtain such insurance |  | |

| **7** | **Disqualifications and convictions** | | |
| --- | --- | --- | --- |
|  | Has the applicant, or any person who will have control or management of the establishment, ever been disqualified from: | | |
| 7.1 | Keeping a pet shop? | | **Yes/No** |
| 7.2 | Keeping a dog? | | **Yes/No** |
| 7.3 | Keeping an animal boarding establishment? | | **Yes/No** |
| 7.4 | Keeping a riding establishment? | | **Yes/No** |
| 7.5 | Having custody of animals? | | **Yes/No** |
| 7.6 | Has the applicant, or any person who will have control or management of the establishment, been convicted of any offences under the Animal Welfare Act 2006? | | **Yes/No** |
| 7.7 | Has the applicant, or any person who will have control or management of the establishment, ever had a licence refused, revoked or cancelled? | | **Yes/No** |
| 7.8 | If yes to any of these questions, please provide details, |  | |

| **8** | **Additional details** | |
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|  | Please check local guidance notes and conditions for any additional information which may be required | |
| 8.1 | Additional information which is required or may be relevant to the application |  |

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| **9** | **Hours of Operation** | |
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| **10** | **Vehicles used Insurance** | |
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**Data Protection Statement**

The Council will process and store your data in accordance with the Data Protection Act 2018 and the General Data Protection Regulations 2018.

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the departments privacy notice. These are available for inspection at: [www.oadby-wigston.gov.uk/pages/privacy](http://www.oadby-wigston.gov.uk/pages/privacy)

The Council will only hold your data for as long as is necessary. The Council has a retention schedule for all of the data it holds and where applicable, the Council will confidentially dispose of data that falls outside of the retention period.

If you require any further information relating to Data protection please visit: [www.oadby-wigston.gov.uk/pages/privacy](http://www.oadby-wigston.gov.uk/pages/privacy), prior to completing this form.

**Please note: Payment is required at time of submitting the application – Once an inspection has been completed the grant fee will be payable before the issuing of the licence.**

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| **LICENCE FEES** |  |  |  |  |
| Animal Boarding Establishment (new) application Fee plus vet fees | n | 42002 9323 | Each | 320.00 |
| Animal Boarding Establishment (new) grant of licence | N | 42002 9323 | Each | 150.00 |
| Animal Boarding Establishment (renewal) Fee | N | 42002 9323 | Each | 280.00 |
| Animal Boarding Establishment renewal grant of licence | N | 42202 9323 |  | 150.00 |
| One Year (Up to 6 animals) see matrix | N | 42002 9396 | Each |  |
| Two Year (Up to 6 animals) see matrix | N | 42002 9397 | Each |  |
| Three Year (Up to 6 animals) see matrix | N | 42002 9398 | Each |  |
| One Year (7 or more animals) see matrix | N | 42002 9396 | Each |  |
| Two Year (7 or more animals) see matrix | N | 42002 9397 | Each |  |
| Three Year (7 or more animals) see matrix | N | 42002 9398 | Each |  |
| Breeding of Dogs (new) application 1 breeding bitch plus vet fees | N | 42002 9326 | Each | 320.00 |
| Breeding of Dogs 1 breeding bitch grant of licence | N | 42002 9326 | Each | 150.00 |
| Breeding of Dogs (renewal) 1 breeding bitch application | N | 42002 9326 | Each | 250.00 |
| Breeding of Dogs (renewal) 1 breeding bitch grant of licence | N | 42002 9326 |  | 150.00 |
| Breeding of Dogs 2 -3 breeding bitches application fee / renewal fee same as new | N | 42002 9326 |  | 350.00 |
| Breeding of Dogs 2 -3 breeding bitches grant of licence | N | 42002 9326 |  | 150.00 |
| Breeding of Dogs 4-5 breeding bitches application fee/renewal | N | 42002 9326 |  | 450.00 |
| Breeding of Dogs 4-5 breeding bitches grant of licence | N | 42002 9326 |  | 150.00 |
| Breeding of Dogs 6 + breeding bitches application | N | 42002 9326 |  | 500.00 |
| Breeding of Dogs 6 + breeding bitches grant of licence | n | 42002 9326 |  | 150.00 |

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